



## JOB DESCRIPTION

Position Title: **Principal Engineer**

Working Area: **County Engineering**

Class Code: 4913

Exempt

EEO Code: 02

Effective Date: August 30, 2002

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### **Major Function**

Supervisory and technical work responsible for the day-to-day management of the production section, engineering design section of the Engineering Division.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Organizes, directs and supervises work activities in the area of project management, quality assurance, field surveys, clerical support activities, engineering design, production, and drafting for County road, transportation design and traffic projects. Determines project costs for engineering projects. Provides expert testimony in eminent domain proceedings

Coordinates with other sections, work activities in the area of drainage, water management, and engineering design projects related to proper drainage of County roads and land use. Coordinates inspections relative to assuring engineering standards and specifications are met. Provides technical assistance to outside consultants engaged in engineering projects. Interprets and enforces County design policies and procedures.

Initiates and effectively recommends for final approval by the Department Director, hiring, termination, performance evaluation, disciplinary and/or commendatory actions for assigned personnel.

Coordinates with other County Departments and with State and Federal agencies to provide engineering services or complete engineering projects as assigned.

Assists with the preparation of legal descriptions and instruments for right-of-way and easements. Prepares and submits required reports on section activities or responds to requests for engineering data or technical opinions as required.

Prepares recommendations for budget and controls expenditures from the approved budget for the section and provides input to the development of the Division's budget.

Performs other duties as assigned or as may be necessary.



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### **Minimum Qualifications**

Extensive knowledge of the principles and practices of engineering. Considerable knowledge of engineering design and transportation issues and programs.

Ability to evaluate information, make decisions and coordinate programs efficiently. Ability to communicate effectively both orally and in writing with various groups and individuals. Ability to deal tactfully and effectively with subordinates, other County staff and the general public. Ability to perform engineering calculations, use computer aided design systems and apply computer drafting techniques.

Bachelor's Degree in Civil Engineering and four (4) years' responsible supervisory engineering experience in the administration of engineering operations.

Must possess and maintain a registration as a Professional Engineer in the State of Florida.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

The work environment for this position is a combination of general office and fieldwork. Most office duties are performed while sitting at a desk, table or workstation. Duties performed in the field require prolonged standing and walking. This position would have regular exposure to radiant and electrical energy found in an office environment.